



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

July 20, 2006

To: Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **COMMUNITY-BASED ENTERPRISE EDUCATION PROGRAM (C-BEEP)**

The Department of Human Resources, through its Community-Based Enterprise Education Program (C-BEEP), is once again coordinating the recruitment of unpaid college junior, senior or graduate level student interns for placement within County departments. C-BEEP has expanded its partnerships to include all of the major universities and colleges within the County of Los Angeles.

During FY04-05 there were 176 students participating in C-BEEP. Currently we have 217 students enthusiastically contributing to the betterment of the departments and residents of the County of Los Angeles. The students have gained insight into civil service and have had an opportunity to acquire "real" work experience in their chosen field of study. For example, C-BEEP students have been utilizing Industrial & Systems Engineering techniques to reduce the adoption process within the Department of Animal Care and Control from two hours to 35 minutes. Others are attempting to improve the long wait time at the LAC+USC Medical Center's Radiology Department.

The success of this Board-ordered program, however, relies heavily upon the participation of our County departments. Using the enclosed form, please update the contact information of your departmental C-BEEP designee. Also, please have your staff evaluate the current C-BEEP internship opportunities within your department and forward any appropriate updates on the attached form. C-BEEP internships should be project oriented and afford the intern a meaningful work experience.

Internship updates should be sent to the address below or e-mailed to agomez@lacdhr.org by August 15, 2006 for soon to be scheduled career fairs. Ongoing submissions are always accepted for future recruiting efforts.

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C-BEEP
DHR Ombudsman/Community Liaison Division
3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010

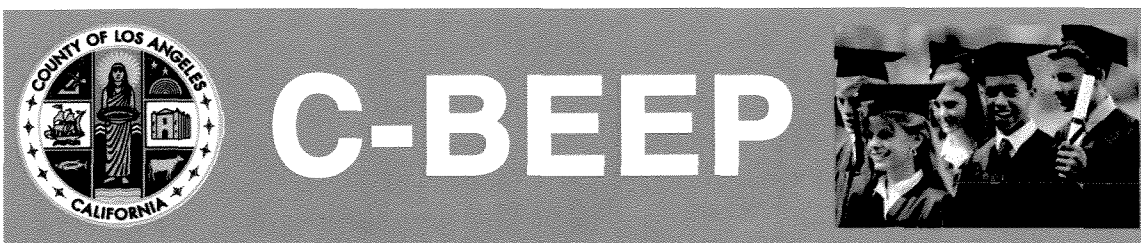
On-campus internship fairs are an integral part of our efforts to recruit high-caliber C-BEEP candidates. Having departmental representatives on campus during applicant recruitment is essential to streamlining the selection and placement process. On-campus recruitment for the Fall 2006 semester will begin as early as the first week in September. Information on these and other on campus recruiting events will be forwarded to respective departmental C-BEEP coordinators in the near future.

Thank you for your continued participation. If you have any questions regarding C-BEEP, please call me at (213) 974-2406 or your staff may contact Ann Gomez at (213) 738-2175.

MJH:STS
SWB:eb

Attachments

c: Each Supervisor
Departmental Coordinators



COMMUNITY-BASED ENTERPRISE EDUCATION PROGRAM (C-BEEP)

Departmental Coordinator Designation:

The following individual has been designated as the departmental coordinator for participation in the Community-Based Enterprise Education Program:

Name:	
County Department:	
Division:	
Address:	
Telephone No:	Fax No:
E-mail:	

Briefly describe which County locations your department could best utilize interns, e.g., San Fernando Valley, Downtown, South Bay, etc.

Please fax this form by _____ for consideration of early internship fairs to:

Department of Human Resources
3333 Wilshire Blvd., Suite 1000
Los Angeles, CA 90010
(213) 639-0940 FAX
Attn: C-BEEP Staff